

# POSITION DESCRIPTION

## Part I: POSITION INFORMATION

Read each heading carefully before proceeding. Make statements simple, brief, and complete. **Be certain the form is signed.** Send the original to Human Resources. Supervisors and incumbents are responsible for completion of this form.

Classified	▼	Regular	▼	Full-Time	▼	Existing	▼	% of Time	▼	Other %		
Position Number:		Current Class Title:					For Use by Human Resources					
46053		Administrative Specialist					Allocation:					
Employee Name:		Proposed Class Title: (reallocations or new positions only)					Effective Date:					
Doris Hemme							FLSA Status:					
Direct	Name:	Jane Kennedy	Position Number:	43106	Approved By:							
Supervisor	Title:	Nurse Consultant	Pay Grade:									
Location:	Topeka/Shawnee	▼	Other Location:	8:00am - 5:00pm	▼	Other Hours:						
Division:	Division of Health, Bureau of Family Health					▼	Budget Program Number:		65110			

## Part II: ORGANIZATIONAL INFORMATION

1. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

2. How much latitude is allowed incumbent in completing work?		Significant	▼
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3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?

This is the key position in maintaining the work flow by gathering documentary evidence and determining financial eligibility for applicants. Work requires well developed communication skills in giving complex and technical information to applicants and professionals. This work is of a diversified nature that requires independent judgment in making decisions within the parameters of the program in accordance with state and federal regulations, policies and procedures. Supervision and instructions are given to clerical staff daily.

4. Which statement best describes the results of error in action or decision of this incumbent?

Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.	▼
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5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

**Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. No duty shall exceed 50% nor be less than 5%.**

**Essential** functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation.

**Marginal** functions are peripheral, incidental or minimal parts of the position.

**Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.**

Number	% of Time	E or M	Description of Duties
1.	30%	E	Reviews initial and annual applications for medical services to determine the documentary evidence needed to determine financial and medical eligibility. Obtains additional medical and financial information by interviewing parents or guardians, or through written requests to parents, physicians, hospitals, and other sources.
2.	30%	E	Computes financial information received and uses knowledge of medical terminology and cost of services for a variety of medical conditions to determine and record financial eligibility. Has access to SSI data base and verifies coverage.
3.	20%	E	Verbally or in writing responds to telephone calls or correspondence from social workers, medical professionals, and applicants by answering questions related to eligibility requirements, program and procedures, and individual cases; assists in authorizing medical services; and referring patients to participating medical providers. Refers applicants to and provides information about other resources such as Medicaid or SSI which may provide benefits. Documents information received and given by writing and entering narrative into computer.
4.	5%	E	Participate in staff meetings with administration and field staff to provide input relative to determine program policies and procedures.
5.	10%	E	Performs related duties as required such as ordering formula, assisting with the training of field office clerical staff, etc. Check and update Medicaid and HealthWave status monthly.
6.	5%	M	Perform other duties as assigned including serving as a member of the KDHE Disaster Response Team as needed to assure the agency's public and environmental health response is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism.

6. Click on the button if this position directly supervises agency employees:				<input type="radio"/> Supervisor <input checked="" type="radio"/> Non-Supervisor	
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7. List the class titles and position numbers of all agency employees directly supervised by this position:			
Class Title	Position #	Class Title	Position #

8. For what purpose, with whom and how frequently are contacts made with the public, officials or other employees?			
<input type="checkbox"/> Local Government Officials <input checked="" type="checkbox"/> State Government Officials <input type="checkbox"/> Federal Government Officials <input checked="" type="checkbox"/> Community Contacts <input type="checkbox"/> Private Consultants <input type="checkbox"/> Owners <input type="checkbox"/> Operators <input type="checkbox"/> Legislature <input checked="" type="checkbox"/> KDHE Program Staff <input checked="" type="checkbox"/> Other: Clients and families <input checked="" type="checkbox"/> Other: Health professionals <input type="checkbox"/> Other:	Frequency: Frequently Frequency: Frequently Frequency: Frequency: Frequency: Daily Daily Frequently Frequency:	▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼	Purpose: obtain or verify information Purpose: carry out duties Purpose: Purpose: Purpose: carry out duties obtain or verify information carry out duties Purpose:
Other Purpose:			

9. What hazards, risks or discomforts exist on the job or in the work environment?	
<input checked="" type="radio"/> Normal Office Environment <input type="radio"/> Other (please explain)	

10. Describe any methods, techniques or procedures that must be used to ensure safety for equipment, employees, clients and others. (Check all that apply.)	
<input type="checkbox"/> Standard industry health and safety protocol is used at sites to ensure the safety of all on-site personnel and the general public. <input type="checkbox"/> Contact with corrosive, toxic, ignitable, and/or reactive materials during fieldwork including hazardous or solid waste site visits, sampling activities, and related work may occur. <input type="checkbox"/> Pursuant to 29 CFR, Part 1910.120, employee will be required to successfully complete the 40-hour Hazardous Waste Site Operations training and the annual eight-hour update training. <input type="checkbox"/> Personal protective equipment is provided as necessary. <input type="checkbox"/> The use of electrical audiovisual equipment necessitates knowledge and safety measures while using and securing equipment cords to prevent self and others from electrical shock or trip/fall injuries. <input type="checkbox"/> Normal driving and road hazards may occur while traveling Kansas roads. <input type="checkbox"/> Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc. <input checked="" type="checkbox"/> Requires the use of computer, copier, calculator, fax, and other electrical office machines. <input checked="" type="checkbox"/> Incumbent is encouraged to follow office safety practices to ensure safety for self and others in the office. <input type="checkbox"/> Other:	

11. Performance of the duties of this position could be reasonably anticipated to cause exposure to blood, blood products and/or other potentially infectious materials.	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

12. Check all machines regularly used in the work of this position and indicate frequency with which they are used.				
Equipment:	Frequency Used:	Equipment:	Frequency Used:	Other:
<input checked="" type="checkbox"/> Computer	Daily	<input checked="" type="checkbox"/> Other (describe)	Daily	Adding machine
<input checked="" type="checkbox"/> Telephone	Daily	<input checked="" type="checkbox"/> Other (describe)	Occasionally	Teletype (TTY)
<input checked="" type="checkbox"/> Copier	Daily	<input type="checkbox"/> Other (describe)	Frequency:	
<input checked="" type="checkbox"/> Fax machine	Frequently	<input type="checkbox"/> Other (describe)	Frequency:	
<input checked="" type="checkbox"/> Scanner	Occasionally			
<input type="checkbox"/> Scientific equipment	Frequency:			
<input type="checkbox"/> Sampling equipment	Frequency:			
<input type="checkbox"/> Vehicle	Frequency:			

**Part III: EDUCATION, EXPERIENCE AND SAFETY INFORMATION**

13. Minimum Requirements (MR) as stated in the State of Kansas Class Specification. **Note: Do not include substitution statement indicated on class specification. However, if substitution is desired, specifically describe substitution.**

Five years of experience in clerical work. Training in typing, general office practice, office administration, mathematics, English grammar or business at the high school level or at an accredited post high school academic/vocational institution may be substituted for the required experience at the rate of one half Carnegie (high school) unit, 90 clock hours or 2 semester hours for one month of experience with a maximum substitution of one year.

14. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

License's Required	<input type="checkbox"/> Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State. <input type="checkbox"/> Professional Environmental Engineer - Incumbent is required to maintain a professional environmental engineer license while in the position. <input type="checkbox"/> Professional Geologist - Incumbent is required to maintain a professional geology license while in this position.
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Other License	
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15. Preferred education, experience or skills. **(These items will be used to screen applicants when recruiting to fill the position.)**

**Preferred Education**

- ☒ High School/GED  
☐ Bachelors Degree  
☐ Masters Degree  
☐ Ph.D.  
☐ M.D.  
☐ Other  
☐ Other  
☐ Other  
☐ Other

**Degree Area**


**Preferred Skills**

- ☒ Computer Skills  
☒ Grammar  
☒ Other  
☐ Other  
☐ Other  
☐ Other  
☐ Other  
☐ Other  
☐ Other  
☐ Other

Word, Lotus Notes, Internet, WebIZ
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Proofreading, editing, attention to detail
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Independent thinking
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**Preferred Experience:**


**Part IV: SIGNATURES**

Doris Hemme
Signature of Employee

Date
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Signature of Human Resources Official
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Date
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**Approved:**

Signature of Supervisor
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Date
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Signature of Agency Head or Appointing Authority
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Date
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